



December 16, 2020

Department of Public Instruction  
Attn: Ms. Michelle Jones  
125 S. Webster Street  
Madison, WI 53703

RE: Students Counted & ELL Data Errata

Dear Ms. Jones,

### **ENROLLMENT**

Catholic Memorial High School is submitting this errata letter in order to correct our Third Friday in September Count for the December 8<sup>th</sup> Snapshot in regard to the 2020-2021 school year. The reason for this lack of oversight is because our Enrollment Manager was inexperienced with the data and compliance measures of the Department of Public Instruction and knowing the students in our SIS (Rediker).

This change has been adjusted in our Student Information System. As a new employee and Choice Administrator, we will work with Rediker to better manage our data to meet compliance measures set in place by the Department of Public Instruction.

### **DEMOGRAPHICS**

Also, Catholic Memorial High School is submitting to correct the five (5) students who were missing the ELP Code in our SIS. The reason for not updating is because our Enrollment Manager was not familiar with the data that needed to be updated.

This change has been made for the five (5) students in our SIS (Rediker) by adding their ELP Code from the WISEdata page.

Please accept this data errata letter as notification of the errors. If you have any questions or require additional action to resolve the issue, please contact me, Ashley Mazurek at [amazurek@catholicmemorial.net](mailto:amazurek@catholicmemorial.net). Thank you.

Sincerely,

A handwritten signature in cursive script that reads 'Ashley Mazurek'.

**Ashley Mazurek**  
Enrollment Manager  
Catholic Memorial High School